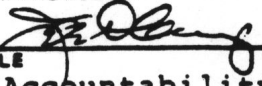


STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES
POLICY AND PROCEDURES

P & F No. 25-8008	Page 1 OF 2	
Effective Date September 1, 1985		
Supersedes P & F No. 25-8008	Dated Apr. 10, 1984	
APPROVED BY 		
DIVISION Alaska Marine Highway System	SECTION Operations	CHAPTER TITLE Ship Accountability

PURPOSE:

To provide a uniform policy and procedure for the acceptance of checks for the payment of services purchased.

POLICY:

It shall be the policy of the Alaska Marine Highway System to maintain control over the acceptance of checks in order to minimize the incidence of revenue loss due to returned checks.

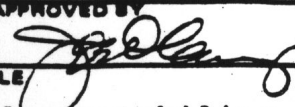
DISTRIBUTION:

All holders of the Alaska Marine Highway System's Administrative Manual.

PROCEDURE:

The Purser, Chief Steward or Second Steward accepting a check in payment of service must adhere to the following:

1. Checks drawn on Alaskan banks by residents of the State of Alaska. No Out-of-State-checks. No Third Party checks.
2. A. On board the Alaska Marine Highway vessels, only the Purser, Chief Steward and Second Steward are authorized to accept checks for payment of services. If a passenger needs to cash a check for his personal use aboard the ship, the Purser may at his discretion, after adhering to the following procedures, cash checks for that passenger, but not to exceed twenty-five dollars (\$25.00) in any one day.
 - B. The Chief Steward or Second Steward may approve a check for the amount of a purchase in the Dining Room Only. No checks will be accepted in the Bar or the Gift Shop (Ship's Store).
3. A. Checks accepted must have the customer's name and address (if available, street address as well as box number) and the check number pre-printed on the check. This specifically prohibits any Purser/Chief Steward/Second Steward from accepting a check without such printing. (No counter-type checks will be accepted.)
 - B. Purser/Chief Steward/Second Steward must check the date to verify current date.

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SUBJECT UNIFORM PROCEDURE FOR THE ACCEPTANCE OF CHECKS		Effective Date September 1, 1985	
		Supersedes P & P No. 25-8008	Dated Apr. 10, 1984
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- C. Purser/Chief Steward/Second Steward must check that both amounts on the face of the check match.
- D. Purser/Chief Steward/Second Steward must check to be certain the check is signed and that the signature matches the printed name.
4. Before accepting a check, the Purser/Chief Steward/Second Steward will refer to the Bad Check list (either hard copy or when available, in the computer) to determine whether or not the customer's name appears on that list. If it does, DO NOT accept a check.
5. The Purser/Chief Steward/Second Steward, when accepting a check, must require and examine TWO pieces of identification.
6. A rubber stamp will be provided to all Purser/Chief Steward/Second Steward which will affix the following to the back of each check:

Received by: _____ (name of Purser or Chief Steward)
 Location: _____ (ship on which check is accepted)
 I.D. _____ (ID shown on identification #1)
 I.D. _____ (ID shown on identification #2)
 *Itinerary #: _____ (itinerary for which check was
 accepted, if existing)
 *Ticket #: _____ (ticket number for which check
 was accepted)

The Purser/Chief Steward/Second Steward is required to complete the above information at the time the check is accepted.

7. Signs will be conspicuously displayed on board all ships stating the check cashing policy of the Alaska Marine Highway System.
8. In the event checks are returned by a bank to the Alaska Marine Highway System, unpaid, a service charge of \$25.00 will be levied against each such check received. A sign to this effect will be prominently displayed.
9. The collection of returned checks will be vigorously pursued by the Alaska Marine Highway System, Finance Section.

* Applies to passage and stateroom tickets only